King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.05.005, **Disposition of Personal Property**	Approved By:	Director John Diaz
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Purpose
To establish procedures to be followed in handling personal property that is not taken by an inmate when he or she is transferred or released from custody.

Policy
It is the policy of the department that personal property not taken by an inmate when transferred or released from custody be held for a determined amount of time, then properly disposed of.

References
Department Forms: Inmate Property Form
Instructions for Disposition of Personal Property (F-592)
Department Policy: 5.04.001, DOC Transfers
5.04.007, Releases
5.05.001, Inmate Property Room & Storage
5.05.002, Missing & Unclaimed Property

A. General Guidelines

1. This policy primarily applies to inmates being transferred or released to agencies that do not allow them to take all their personal property with them, such as the Washington State Department of Corrections (DOC), but may be applicable to others, as determined by the ITR sergeant or higher authority.
2. Inmates will be required to remove all personal property being held in the property room at the time of their transfer or release, unless otherwise prohibited.
3. If an inmate's personal property cannot accompany them upon transfer or release, the inmate shall be required to designate and inform a person or persons who will be authorized to pick up the property.
4. If an inmate's personal property is not picked up within 30 calendar days from the date of the inmate's release, the property will be disposed of following policy 5.05.002, Missing and Unclaimed Property.

B. Inmates Being Transferred

A Customer Service Specialist III (CSS III) shall:

1. Provide to each inmate for which this policy applies (Refer to General Guideline #1, above) an Instructions for Disposition of Personal Property Form (F-592).
2. Collect all forms from those inmates, ensuring that each inmate has completed a form. If an inmate refuses to complete a form, two staff members shall witness and document the refusal.
3. Attach the completed Disposition of Personal Property Form (F-592) to the Inmate Property Card and file by disposition date in the designated file location.
4. Require positive identification of anyone requesting an inmate's property and release the property only to the person or persons listed on the form.
5. On the disposition date, the unclaimed property will be disposed of following policy 5.05.002, Missing and Unclaimed Property.